

CIMS Training



1. Overview of CIMS:

- * Accessing CIMS: Website Location
- * Accessing CIMS: Login Into CIMS

2. Published Reports:

- * Viewing Reports
- * Date Range & Billing Period
- * Selecting Report & Sample Invoices
- * Account Number & Billing Code Structure
- * Printing Invoices

3. Detail Drilldown:

- * Running a Detailed Report
- * Selecting Parameters & Identifiers
- * Exporting Files to Excel
- * Saving & Printing Detail Drilldown

4. Auditor ID Structure:

- * Example of IDTC Report
- * Example of IDIS Report

5. Questions & Answers:



■ Website:

<https://cims.iot.in.gov/cims/>

Select
Login

NOTE:
User can access
CIMS through
IOT website

CIMS Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail

Address <https://cims.iot.in.gov/cims/> Go Links

CIMS Server

Login Reports Spreadsheets Favorites Admin Help Logout Home

CIMS LAB, INC.

Not currently signed in, please click Login to begin

CIMS Server is the system that lets IT Organizations Know What IT Costs! A central repository of resource usage data is collected from throughout the IT environment including Unix, Linux, Mainframe, Microsoft, Databases, Storage, Shared Services, Networks and many more. Any source of resource usage can be collected and reported on. Web based reporting makes resource usage information immediately available across your organization. A complete system for today's complex IT processing environment.

Chargeback information is now a click away. Web based reporting provides access to the critical usage information. Drill down to the details that makes up the monthly Invoice charges.

CIMS Lab, Inc.
3013 Douglas Blvd., Suite 120
Roseville, CA 95661
www.cimslab.com
Phone: (916) 783-8525 | Toll-Free: (800) 283-4267 | Fax: (916) 783-2090
Copyright ©2001-2007 CIMS Lab, Inc - All rights reserved Created 8/14/2007 2:47:47 PM

Accessing CIMS

Input User Id
Input Password

Example:
Login Successful
Screen

■ Viewing Invoices:

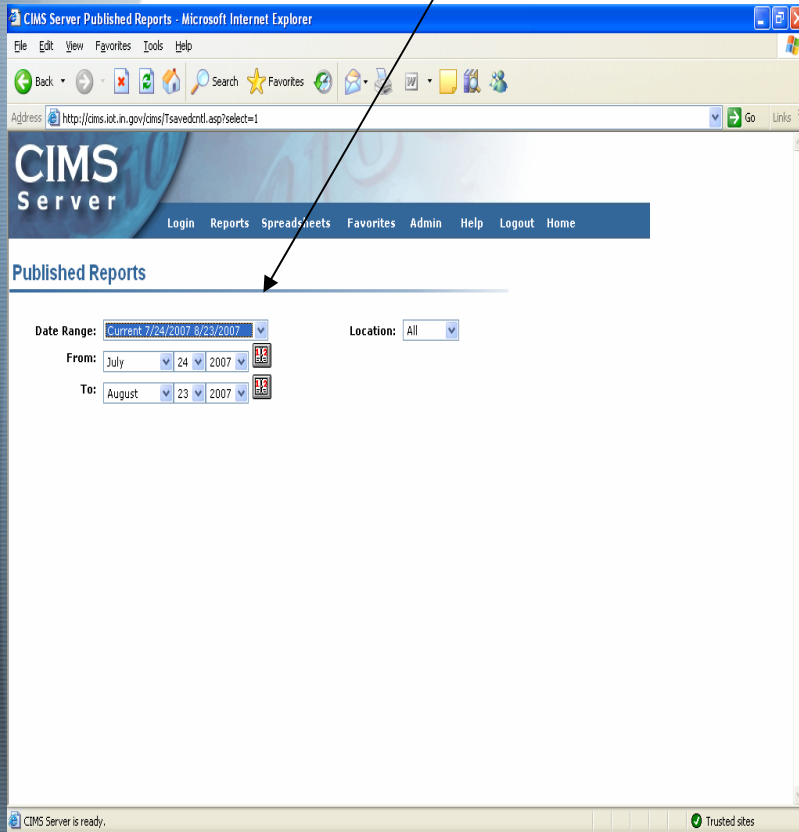
- Select Reports
- Select Published Reports



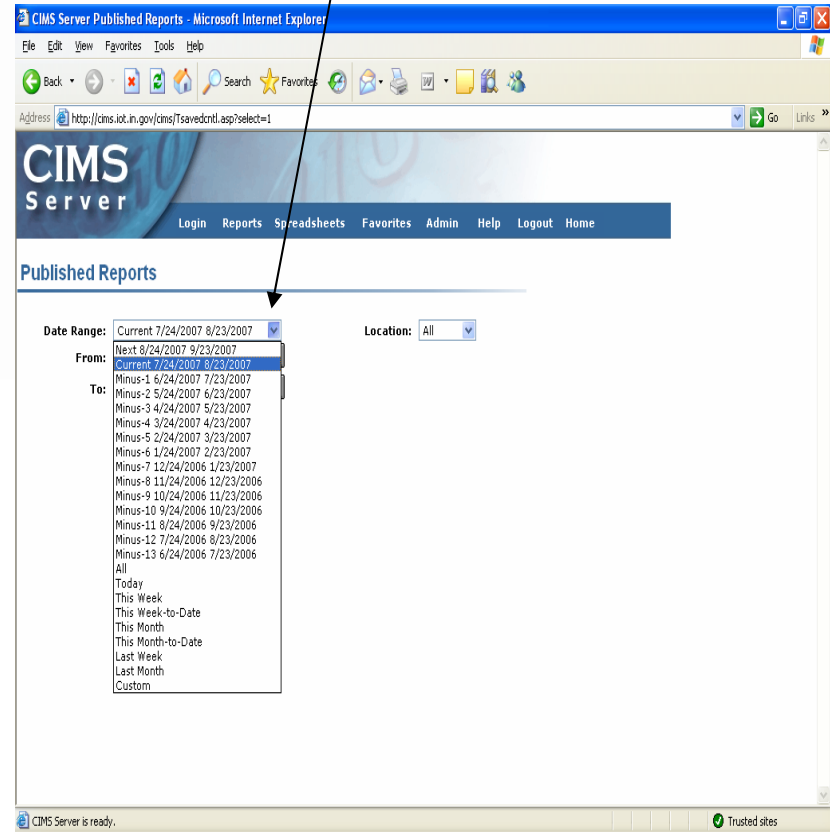
■ Viewing Invoices

— Select Date Range:

Default range



choose from
the
dropdown menu



- **Billing Period:**
 - From: (month & 24th)
 - To: (month & 23rd)

Example: July Billing (6/24 – 7/23)

Note: User may select dates or may select minus -1, -2 for back dating

Example of July Inquiry:
Current Period

■ Select Report to Print:

- Once date range is selected, it will process available reports.

Double click
on report!

Published Reports

Date Range: Minus-1 6/24/2007 7/23/2007 Location: All

From: June 24 2007 To: July 23 2007

Date	Reports	Location
7/26/2007 1:44:58 PM	8010816-200801.rpt	
7/26/2007 1:45:23 PM	8010817-200801.rpt	
7/26/2007 1:45:41 PM	8010818-200801.rpt	
7/26/2007 1:46:04 PM	8010819-200801.rpt	
7/26/2007 1:46:27 PM	8010820-200801.rpt	
7/26/2007 1:46:43 PM	8010821-200801.rpt	
7/26/2007 1:47:00 PM	8010822-200801.rpt	
7/26/2007 1:47:19 PM	8010823-200801.rpt	
7/26/2007 1:47:49 PM	8010824-200801.rpt	
7/26/2007 1:48:12 PM	8010825-200801.rpt	
7/26/2007 1:48:33 PM	8010826-200801.rpt	
7/26/2007 1:48:51 PM	8010827-200801.rpt	
7/26/2007 1:49:09 PM	8010828-200801.rpt	
7/26/2007 1:49:25 PM	8010829-200801.rpt	
7/26/2007 1:49:41 PM	8010830-200801.rpt	
7/26/2007 1:50:00 PM	8010831-200801.rpt	
7/26/2007 1:50:15 PM	8010832-200801.rpt	
7/26/2007 1:50:34 PM	8010833-200801.rpt	
7/26/2007 1:50:53 PM	8010835-200801.rpt	
7/26/2007 1:51:11 PM	8010836-200801.rpt	

CIMS Server is ready. Trusted sites

■ Sample Invoice:

Sample invoice
with billing code.

Select:
"Return"
to go back to
previous screen.

CIMS Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Links

Address http://cims.iot.in.gov/cims/CrystalReportsInteractiveViewer.asp

8010816-200801.rpt Publish Return Help

1 of 2+

Invoice

Invoice No: 08010816
Close Period: 20080101

Indiana Office Of Technology
Indiana Government Center North 100 N. Senate Ave., Room N551
Indianapolis, IN 46204 317-232-3171
Billing Inquiries Call 317-234-2839 / email: billing@iot.in.gov
Technical Help Call 317-234-4357 / email Helpdesk (IOT)

000031000100030469001HSE-HSE-House of Representatives

HOUSE OF REPRESENTATIVES
ROOM 3A-8
STATE HOUSE
INDIANAPOLIS, IN 46204
HSE-House of Representatives
ATTN: Accounting

	Units	Rate	Charge
1020 CITRIX	2.00	7,540,000.00	15.08
Total COMMUNICATIONS / ACCESS SERVICES			15.08
Total for 000031000100030469001HSE-HSE-House of Representatives			15.08

Trusted sites

select
button
to hide

This will
not print

NOTE:

Refer to page 11
for billing code
Breakdown.

■ Sample Invoice:

Sample invoice
with
AU number

CIMS Server - Microsoft Internet Explorer

Address: <http://cims.iot.in.gov/cims/CrystalReportsInteractiveViewer.asp>

08010816-000031000100030A Indianapolis, IN 46204 317-234-3171
 08010816-000031000100030A Billing Inquiries Call 317-234-2839 / email: billing@iot.in.gov
 08010816-000031000100030A Technical Help Call 317-234-4357 / email Helpdesk (IOT)
 08010816-000031000100030A 000031000100030AA49000301-HSE-House of Representatives
 08010816-000031000100030A

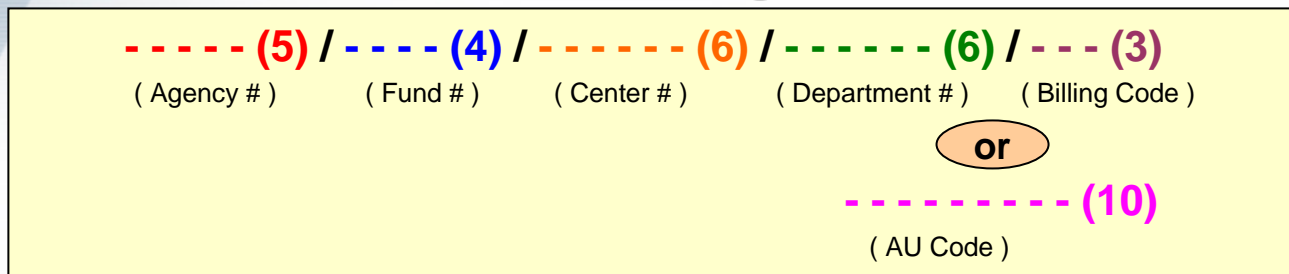
HOUSE OF REPRESENTATIVES
 228 WEST WASHINGTON STREET
 ROOM 3A-8
 INDIANAPOLIS IN 46204
 ATTN: DEPARTMENT HEAD

	Units	Rate	Charge
104302C TELEPHONE - CENTREX [CHARGE]	114.30	0.00000000	114.30
104302U DIAL TONE (VENDOR RATE VARIABLE) [UNITS]	15.00	0.00000000	0.00
104302U DIAL TONE (VENDOR RATE VARIABLE) [UNITS]	53.05	0.00000000	53.05
104506 TELEPHONE TARIFF			
104507 TELEPHONE SYSTEM CHARGES	4.95	0.00000000	4.95
104509 TELEPHONE OPTIONS - ONE TIME CHARGE	12.00	0.00000000	12.00
103823C 800 # SERVICE [CHARGE]	0.02	0.00000000	0.02
103728C LONG DISTANCE [CHARGE]	0.47	0.00000000	0.47
103728U LONG DISTANCE [UNITS]	16.00	0.00000000	0.00
104178C PAGER PROCESSING FEE [CHARGE]	17.76	0.00000000	17.76
104178U PAGER PROCESSING FEE [UNITS]	6.00	0.00000000	0.00
104679C ENTERPRISE MESSAGING: VOICE MAIL BASIC [CHARGE]	8.16	0.00000000	8.16
104679U ENTERPRISE MESSAGING: VOICE MAIL BASIC [UNITS]	4.00	0.00000000	0.00
104887C ENTERPRISE VOICE MAIL ENHND [CHARGE] (String)	3.34	0.00000000	3.34
104887U ENTERPRISE VOICE MAIL ENHND [UNITS]	1.00	0.00000000	0.00
Total TELECOMMUNICATIONS SERVICES			214.05
Total for 000031000100030AA49000301-HSE-House of Representatives			214.05

NOTE:
 Refer to page 11
 for billing code
 Breakdown.

Trusted sites

Account Number & Billing Code Breakdown:



Agency #

Example:
00150

Fund #

Example:
1000

Center #

Example:
100030

Department #

Example:
469001

Billing Code ____
Example: HSE

AU Code -----
Example:
AA49000301

or

Some agencies
will not have
department
code &
this number will
contain
"000000"

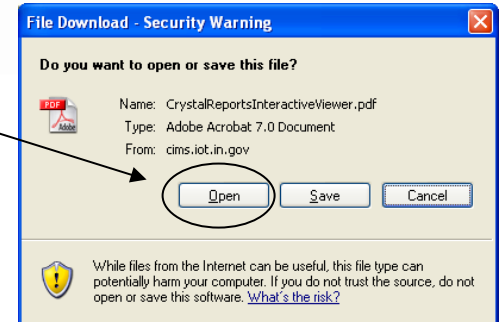
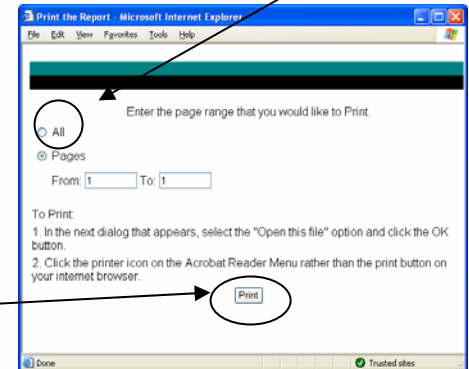
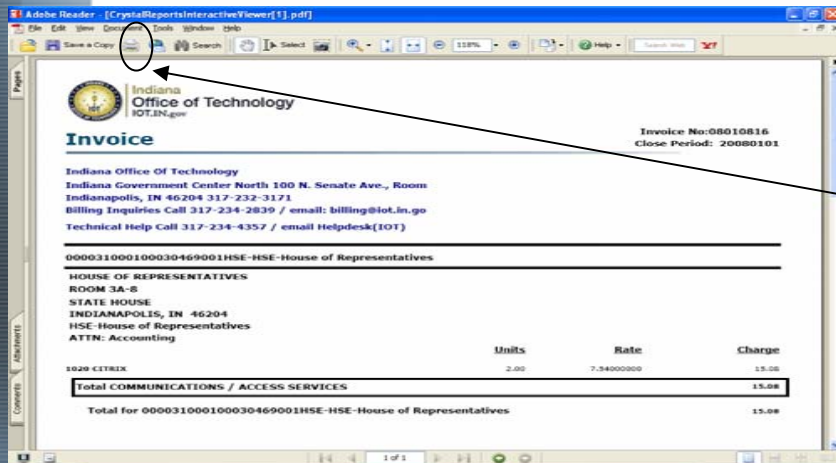
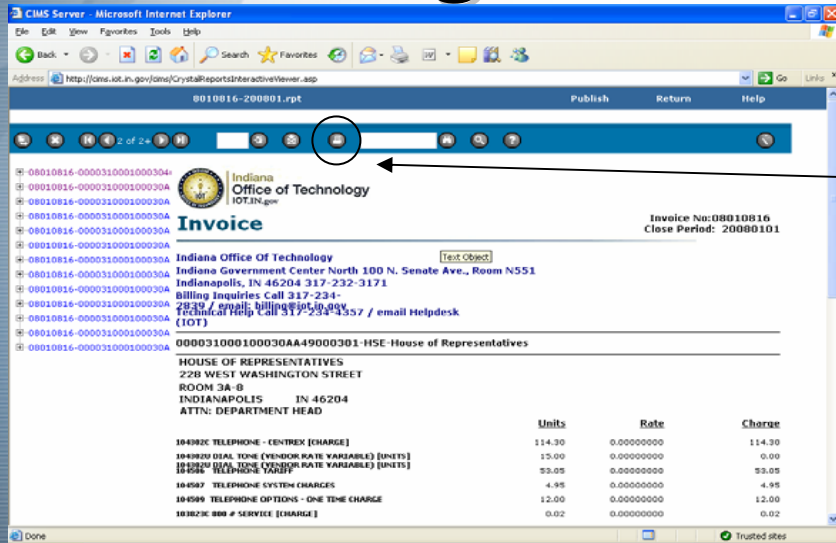
000031000100030469001HSE

Information Technology Code

000031000100030AA49000301

Telecommunications Code

■ Printing Invoice:



This will open a PDF file in Acrobat Reader, which allows user to print.

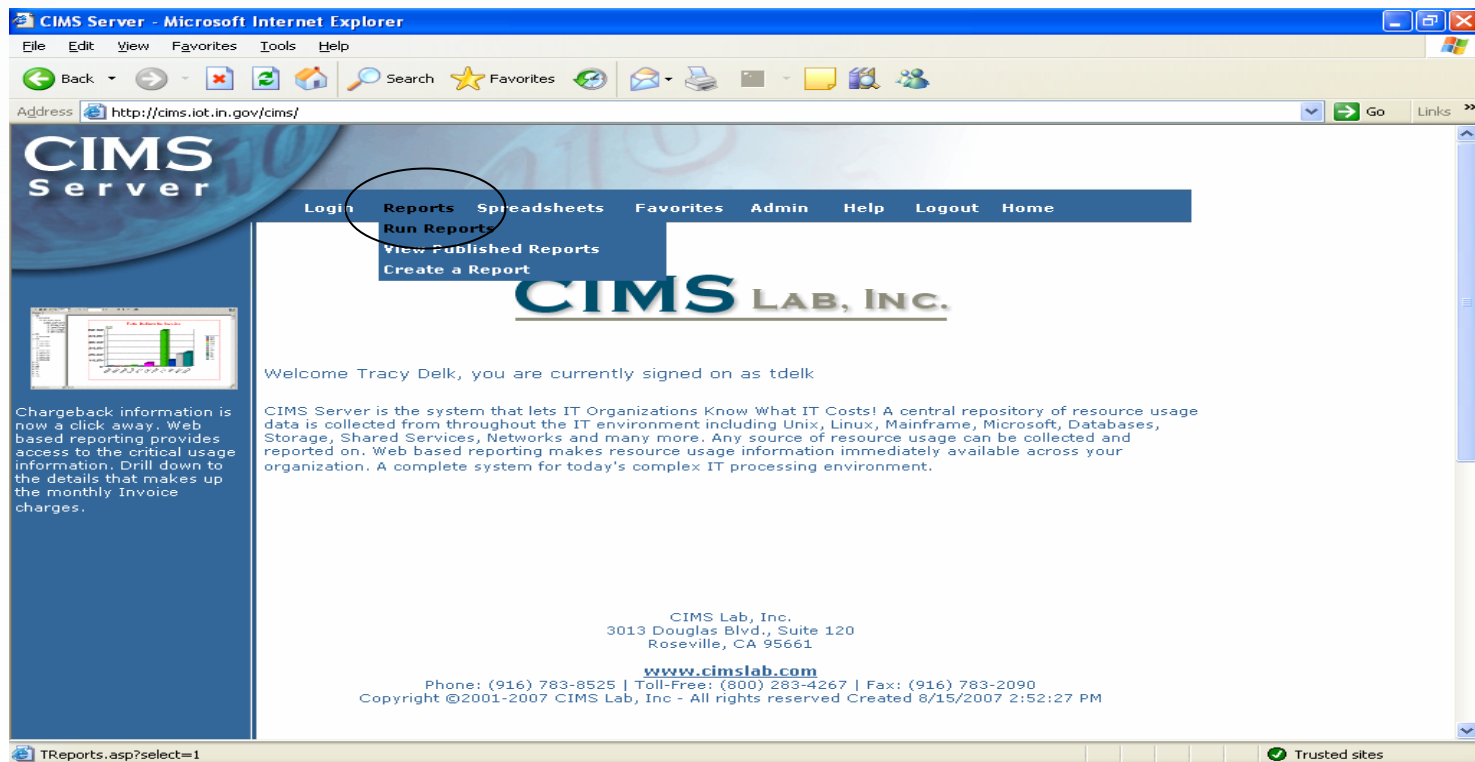
Select all for more than one page

■ Getting Details:

– Step One:

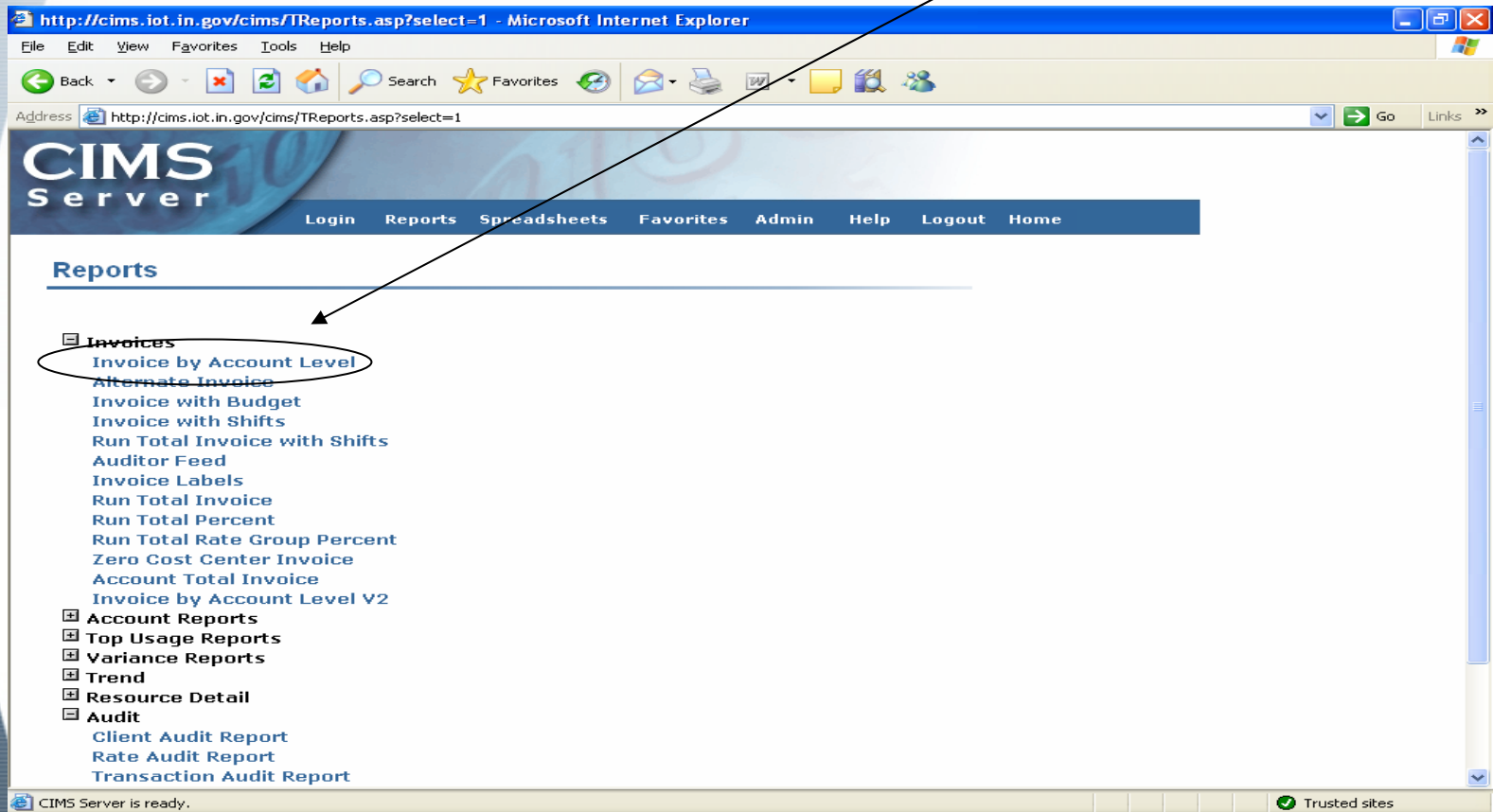
Select Reports

Select Run Reports



■ Getting Details

– Step Two: Select Invoice by Account Level



■ Getting Details:

– Step three: selecting parameters

This is agency specific.

ACCOUNT CODE LEVEL:
Agency – length (5)
Fund/Center – length (15)
Department/System – length (25)

CIMS Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://cims.iot.in.gov/cims/nethook.asp?reportfile=rinvc007.rpt&reporttemplatefile=&reportname=Invoice%20by%20Account%20Level> Go Links

CIMS Server

Login Reports Spreadsheets Favorites Admin Help Logout Home

Invoice by Account Level

Please select parameters for Reports.

Account Code Level :

Invoice Number :

Display Graph :

Starting Account Code :

Ending Account Code :

Set the Date Range :

From :

To :

Select Ok

NOTE:
Previous period represents the last billed cycle.
From and To will automatically fill in after range selection.

- Getting Details:
 - Step four: selecting unit for inquiry

CIMS Server - Microsoft Internet Explorer

Address: http://cims.iot.in.gov/cims/CrystalReportsInteractiveViewer.asp?InvoiceLevel=3&ConfigOrgName=Indiana+Office+Of+Technology&ConfigAddressLine1=Indiana+Governm

402 W. Washington
Indianapolis, In 46204
IOT-GMIS
ATTN: Accounting

	Units	Rate	Charge
1001 SEAT CHARGE	62.00	79.90000000	4,953.80
1143 Excess Email Storage	43,296.00	0.01551000	671.52
SERVICE OPERATIONS			5,625.32
1023 EXTRANET FTP SERVICES	1.00	77.94000000	77.94
1020 CITRIX	133.00	7.54000000	1,002.82
COMMUNICATIONS / ACCESS SERVICES			1,080.76
1050 PHYSICAL SERVER HOSTING	14.00	217.17000000	3,040.38
1114 DEDICATED DATABASE HOSTING	31.00	272.18000000	8,437.58
1054 EXTRANET SHARED SUPPORT	1.00	299.74000000	299.74
1056 SHARED SAN STORAGE	3,037.00	3.85000000	11,692.45
1134 PROJECT SERVER	1.00	1.94000000	1.94
1137 DISASTER RECOVERY	11.00	129.00000000	1,419.00
DATA CENTER SERVICES			24,891.09
104302C TELEPHONE - CENTREX [CHARGE]	297.18	0.00000000	297.18
104302U DIAL TONE (VENDOR RATE VARIABLE) [UNITS]	39.00	0.00000000	0.00
104302U DIAL TONE (VENDOR RATE VARIABLE) [UNITS]	137.75	0.00000000	137.75
104507 TELEPHONE SYSTEM CHARGES	12.87	0.00000000	12.87
103728C LONG DISTANCE [CHARGE]	23.55	0.00000000	23.55
103728U LONG DISTANCE [UNITS]	784.10	0.00000000	0.00
102168C REMOTE SERVICES CLIENT VPN [CHARGE]	82.94	0.00000000	82.94
102168U REMOTE SERVICES CLIENT VPN [UNITS]	11.00	0.00000000	0.00
102269C REMOTE SERVICES DIAL-UP [CHARGE]	34.71	0.00000000	34.71
102269U REMOTE ACCESS SERVICES: DIAL-UP SERVICES [UNITS]	3.00	0.00000000	0.00

Trusted sites

Select unit for seat charges

Select Unit for long distance charges

■ Getting Details:

- Step five: selecting parameters – identifiers
 - Example: for seat charges

Identifiers

navigate
between
pages

Report Contains:
Computer Name
Serial Number
Last User's Name
Last User's E-mail

CIMS Server - Microsoft Internet Explorer

Address: http://cims.iot.in.gov/cims/methook.asp?reportfile=IINX004.rp

CIMS Server

CIMS Reporting

Please select parameters for Reports.

Identifier1: NAME

Identifier2: **Optional**

Identifier3: **Optional**

Identifier4: **Optional**

Identifier5: **Optional**

OK Cancel

CIMS Server - Microsoft Internet Explorer

Address: http://cims.iot.in.gov/cims/crystalReportsInteractiveViewer2.asp

Publish Return Help

1 of 2+

CIMS

Invoice Drilldown

000671000210470 - IOT-GMIS

1001 SEAT CHARGE

Date Range: 6/24/2007 to 7/23/2007

NAME			
00GMIS113250			1.00
00GMIS1469398	Jerome Wink	jwink@iot.IN.gov	1.00
00GMIS151591			1.00
00GMIS469397			1.00
00GMIS9CYG291	9CYG291	Reatha Stallings	1.00
00IOT008158			1.00
00IOT315305	0030315305	pstrain07@idea.IN.gov	1.00
00IOT315395	0030315395	pstrain14@idea.IN.gov	1.00
00IOT315412	0030315412	pstrain02@idea.IN.gov	1.00
00IOT3XW3291	3XW3291	Geri Williams	1.00
00IOT566494	0031566494	pstrain04@idea.IN.gov	1.00
00IOT875711	0026875711	pstrain09@idea.IN.gov	1.00
00IOT981621	0022981621	pstrain03@idea.IN.gov	1.00
DOIT-GMIS47005			1.00
GMIS-			1.00
GMIS-DOCKXP	2UA528074G	Jim Hancock	1.00
GMIS-DOCKXP	2UA528074G	Paul Jackson	1.00
GMIS-DOCKXP	2UA528074G	Nathan Wooten	1.00
GMIS-DOCKXP	2UA528074G	Barbara Barber	1.00
GMIS-DOCKXP	2UA528074G	Bill Barber	1.00
GMIS-DOCKXP	2UA5280753	Brian Woods	1.00
GMIS-DOCKXP	2UA528075G	Brad Wyatt	1.00

■ Getting Details:

Step five: selecting parameters – identifiers

- Example: for long distance charges

Identifiers

Employee's
telephone
number

Employee's
name

AU Code

telephone
number
called

usage date

minutes

CIMS Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Links

Address http://cims.iot.in.gov/cims/nethook.asp?reportfile=IINWC004.rp

CIMS Server

CIMS Reporting

Please select parameters for Reports.

Identifier1 : AUNUMBER
Identifier2 : PHONE
Identifier3 : NAME
Identifier4 : DESCRIPTION
Identifier5 : Usage Dates

OK Cancel

CIMS Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Links

Address http://cims.iot.in.gov/cims/crystalReportsInteractiveViewer2.asp

Publish Return Help

1 of 1

CIMS

Invoice Drilldown

000671000210470 - IOT-GMIS
103720U LONG DISTANCE [UNITS]
Date Range: 6/24/2007 to 7/23/2007

AUNUMBER	PHONE	NAME	DESCRIPTION	Usage Dates	
BD49493010					
3172321058					
		PANDYA, DILIP			
	0915 8129888399	NASHVILLE IN		6/27/2007-6/27/2007	13.20
	0915 8129888399	NASHVILLE IN			13.20
		PANDYA, DILIP			13.20
		3172321058			13.20
3172325991					
		HANCOCK, JIM			
	1019 7655693178	ROCKVILLE IN		6/20/2007-6/20/2007	2.20
	1019 7655693178	ROCKVILLE IN			2.20

■ Exporting details to Excel:

example:
select: export this report

CIMS Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://cims.iot.in.gov/cims/crystalReportsInteractiveViewer2.asp

1 of 1+

CIMS

Invoice Drilldown

000671000210470 - IOT-GMIS

1001 SEAT CHARGE

Date Range: 6/24/2007 to 7/23/2007

NAME	(String)
00GMIS113250	1.00
00GMIS1469398 Jerome Wink jwink@iot.IN.gov	1.00
00GMIS151591	1.00
00GMIS469397	1.00
00GMIS9CVG291 9CVG291 Reatha Stallings rstallings@iot.IN.gov	1.00
00IOT008158	1.00
00IOT315385 0030315385 pstrain07@idea.IN.gov	1.00
00IOT315395 0030315395 pstrain14@idea.IN.gov	1.00
00IOT315412 0030315412 pstrain02@idea.IN.gov	1.00
00IOT3XWJ291 3XWJ291 Gerri Williams gwilliams@iot.IN.gov	1.00
00IOT566494 0031566494 pstrain04@idea.IN.gov	1.00
00IOT875711 0026875711 pstrain09@idea.IN.gov	1.00
00IOT981621 0022981621 pstrain03@idea.IN.gov	1.00
DOIT-GMIS47005	1.00
GMIS- HANCOCKXP 2UA528074G Jim Hancock jhancock@iot.IN.gov	1.00
GMIS- OGDSP 2UA528075 Paul LeMay paul@iot.IN.gov	1.00
GMIS- BARBERXP 2UA528074Z Bill Barber bbarber@iot.IN.gov	1.00
GMIS- BWOODSP 2UA5280753 Brian Woods bwoods@iot.IN.gov	1.00
GMIS- RWCAATXP 21A528075G Brad Weatt hrweatt@iot.IN.gov	1.00

Export the Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Please select an Export format from the list.

Formats: [v]

Formats: Crystal Reports (RPT) Acrobat Format (PDF) MS Word MS Excel 97-2000 MS Excel 97-2000 (Data only) Rich Text Format

Enter the pages to Export.

☐ All ☒ Pages

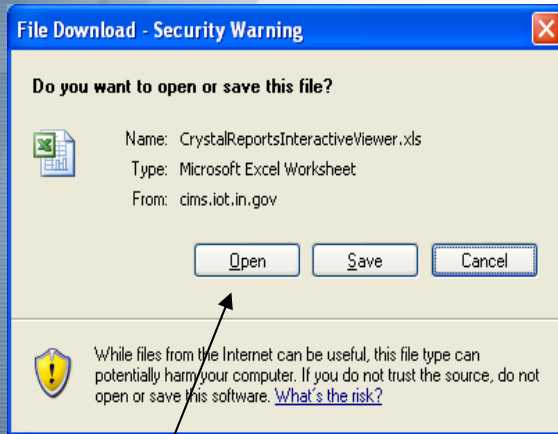
From: 1 To: 1

Export

Done Trusted sites

Example:
View

■ Exporting Report to Excel:



select
open

adjust columns
for viewing

Microsoft Excel - CrystalReportsInteractiveViewer[1].xls

File Edit View Insert Format Tools Data Window Help

Formula bar: G14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2																				
3																				
4																				
5		00GMIS	1.00																	
6		00GMIS	1.00																	
7		00GMIS	1.00																	
8		00GMIS	1.00																	
9		00GMIS	1.00																	
10		00IOT00	1.00																	
11		00IOT31	1.00																	
12		00IOT31	1.00																	
13		00IOT31	1.00																	
14		00IOT31	1.00																	
15		00IOT56	1.00																	
16		00IOT87	1.00																	
17		00IOT96	1.00																	
18		00IT-GI	1.00																	
19		00IMS-JI	1.00																	
20		00MIS-A	1.00																	
21		00MIS-A	1.00																	
22		00MIS-B	1.00																	
23		00MIS-B	1.00																	
24		00MIS-B	1.00																	
25		00MIS-D	1.00																	
26		00MIS-E	1.00																	
27		00MIS-JI	1.00																	
28		00MIS-JI	1.00																	
29		00MIS-JI	1.00																	
30		00MIS-L	1.00																	
31		00MIS-L	1.00																	
32		00MIS-L	1.00																	
33		00MIS-L	1.00																	

Sheet1

Ready

■ Exporting Report to Excel:

Click to save!

Click to print!

Microsoft Excel - CrystalReportsInteractiveViewer[1].xls

Type a question for help

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

G14

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5	00GMIS113250								
6	00GMIS1469398	Jerome Wink	jwink@iot.IN.gov						
7	00GMIS151591								
8	00GMIS469397								
9	00GMIS9CVGZ91	9CVGZ91	Reatha Stallings	rstallings@iot.IN.gov					
10	00IOT008158								
11	00IOT315385	0030315385	pstrain07@idoa.IN.gov						
12	00IOT315395	0030315395	pstrain14@idoa.IN.gov						
13	00IOT315412	0030315412	pstrain02@idoa.IN.gov						
14	00IOT3XWJZ91	3XWJZ91	Gerri Williams	gwilliams@iot.IN.gov					
15	00IOT566494	0031566494	pstrain04@idoa.IN.gov						
16	00IOT875711	0026875711	pstrain09@idoa.IN.gov						
17	00IOT981621	0022981621	pstrain03@idoa.IN.gov						
18	DOIT-GMIS47005								
19	GMIS-JHANCOCXP	2UA528074G	Jim Hancock	jhancock@iot.IN.gov					
20	GMIS-ASHLOSXP	2UA5280755	Paul Jasheway	pjasheway@iot.IN.gov					
21	GMIS-ATAIXP	2UA528074L	Asif Tai	atai@iot.IN.gov					
22	GMIS-BBARBERXP	2UA528074Z	Bill Barber	bbarber@iot.IN.gov					
23	GMIS-BWOODSXP	2UA5280753	Brian Woods	bwoods@iot.IN.gov					
24	GMIS-BWYATTXP	2UA528075G	Brad Wyatt	bwyatt@iot.IN.gov					
25	GMIS-DHUBBSXP	2UA5280750	Douglas Hubbs	dhubbs@iot.IN.gov					
26	GMIS-EKOCHXP								
27	GMIS-JBUCKELXP	2UA528074H	Buckel Jeff	jbuckel@iot.IN.gov					
28	GMIS-JGOODXP	2UA528075F	John Good	jgood@iot.IN.gov					
29	GMIS-JWELSHXP	2UA528074P	Jim Welsh	jwelsh@iot.IN.gov					
30	GMIS-LABPC05		Steve Foshee	sfoshee@iot.IN.gov					
31	GMIS-LABPC06								
32	GMIS-LABPC2	0025008157	Pam Sweet	PSweet@iot.IN.gov					
33	GMIS-LABPC3								

Sheet1/

Draw AutoShapes

Ready NUM SCRL



■ IT Charges:

- IDIS: relates to CIMS 3 digit billing code

0000310001000300469001HSE

■ Telecom – Long Distance Charges:

- IDTC: relates to accounting unit code (AU code)

000031000100030AA49000301

■ Example: IDTC Report

IDTC number contains the month of billing.

Alchemy Search - [Query Results (54 documents found)]

File Edit View Search Image Tools Window Help

08/06/2007 067 5220 106500 PAGE 1 OFFICE OF TECHNOLOGY

INDIANA AUDITOR OF STATE
AGENCY AVAILABLE FUNDS ACTIVITY
08/04/2007 THRU 08/06/2007
FUND CENTER 5220 106500 OFFICE OF TECHNOLOGY
5067067

EFF DATE	DOC. REF.#	AUDIT ID	ARULE	OBJECT	MISC.REF#	WN. REF.#	ALLOTMENTS	EXPENDITURES	ENCUMBRANCES
08/06/2007	IDTC0700BD	*WHF008758	BC24	521701			.00	1,769.57	.00
08/06/2007	IDTC0700BD	*WHF008759	BC24	521801			.00	12,551.04	.00
08/06/2007	IDTC0700BD	*WHF008763	BC24	522001			.00	8,653.18	.00
08/06/2007	IDTC0700BD	*WHF008767	BC24	522101			.00	1,558.55	.00
08/06/2007	IDTC0700BD	*WHF008769	BC24	522201			.00	14,677.43	.00
		POINT TOTAL					.00	39,209.77	.00
08/06/2007	IDTC0700BD	*WHF008770	BC24	530401			.00	21.04	.00
08/06/2007	IDTC0700BD	*WHF008772	BC24	532401			.00	260.00	.00
08/06/2007	IDTC0700BD	*WHF008773	BC24	535101			.00	325.00	.00
		POINT TOTAL					.00	606.04	.00
08/06/2007	IDTC0700BD	*WHF008775	BC24	556001			.00	304.78	.00
		POINT TOTAL					.00	304.78	.00
		CENTER TOTAL					.00	40,120.59	.00

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■ Example: IDIS Report

IDIS number contains
last 5 digits of invoice number.

Alchemy Search - [Query Results (54 documents found)]

File Edit View Search Image Tools Window Help

08/02/2007 067 5220 106500 PAGE 1 OFFICE OF TECHNOLOGY

INDIANA AUDITOR OF STATE
AGENCY AVAILABLE FUNDS ACTIVITY
08/02/2007 THRU 08/02/2007
FUND CENTER 5220 106500 OFFICE OF TECHNOLOGY
5067067

REPORT ID : CL-ACAFDE
RUN DATE 08/02/2007 20:29:15
AGENCY 067 OFFICE OF TECHNOLOGY

EFF DATE	DOC. REF.#	AUDIT ID	ARULE	OBJECT	MISC.REF#	WN. REF.#	ALLOTMENTS	EXPENDITURES	ENCUMBRANCES
08/02/2007	IDIS010882	*WHB004248	BC24	530401			.00	211.08-	.00
08/02/2007	IDIS010890	*WHB004247	BC24	530401			.00	472,289.92	.00
POINT TOTAL							.00	472,078.84	.00
CENTER TOTAL							.00	472,078.84	.00

Line 1

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- 1. Title: CIMS Training
- 2. Agenda
- 3. Accessing CIMS: Website
- 4. Accessing CIMS: Login and Password
- 5. Published Reports: Selecting Reports & Selecting Published Reports
- 6. Published Reports: Selecting Date Range
- 7. Published Reports: Billing Period
- 8. Published Reports: Selecting Report (Invoice) to Print
- 9. Published Reports: Sample Invoice with Billing Code
- 10. Published Reports: Sample Invoice with AU Number
- 11. Published Reports: Account Number & Billing Code Breakdown
- 12. Published Reports: Printing Invoice
- 13. Detail Drilldown: Step one - Run Report
- 14. Detail Drilldown: Step Two – Invoice by Account Level
- 15. Detail Drilldown: Step Three – Selecting Parameters
- 16. Detail Drilldown: Step Four – Selecting Unit for Inquiry
- 17. Detail Drilldown: Selecting Parameters – Identifiers (seat charges)
- 18. Detail Drilldown: Selecting parameters – Identifiers (long distance charges)
- 19. Detail Drilldown: Exporting Details to Excel – Select Export and Format
- 20. Detail Drilldown: Exporting Report to Excel – Open File and Example View
- 21. Detail Drilldown: Exporting Details to Excel – Saving and Printing
- 22. Auditor ID Structure
- 23. Example of IDTC Report
- 24. Example of IDIS Report
- 25. Table of Contents
- 26. Questions & Answers



■ Questions & Answers!

*Thank You
IOT Billing Team*

If you have additional questions, please contact
the billing team via e-mail at:

IOTbilling@iot.in.gov